

HAVE A QUESTION ABOUT THE *Single Application?*

What is a Single Application?

The Single application is a simplified online registration option for registering claims in one work by a single author (not made for hire) who is also the sole owner of all rights in the work (i.e., no rights may have been transferred to another person or entity).

Multiple works and certain types of works are not eligible for this registration option because they create a more complex application which takes additional time to process.

The following are the eligibility requirements for a single application:

- Electronic registration only
- One work
- The work is by a single author (excludes joint works and works made for hire)
- The author must also be the sole claimant/owner
- All of the authorship contained in the work and in the deposit is by the same author

Examples of works that *may be eligible* for a Single Application:

LITERARY WORK

one article
one non-fiction monograph
one essay
one novel
one poem
one short story

MOTION PICTURE WORK

one motion picture
one audiovisual work
one video game

PERFORMING ARTS WORK

one song with music and/or lyrics
one instrumental composition
one screenplay
one script
one treatment

VISUAL ARTS WORK

one carpet design
one drawing
one fabric design
one logo
one photograph
one map
one technical drawing of one object
one piece of jewelry
one poster
one sculpture
one wallpaper design

SOUND RECORDING WORK

one sound recording
one song and sound recording

What types of works are not eligible for the Single Application and must be filed on a Standard Application?

The following are *not eligible* for a Single Application:

- works by more than one author
- deposits containing elements by more than one author (e.g., comic book with text and illustrations by two authors)
- works with more than one owner
- joint works
- works made for hire
- multiple works (e.g., unpublished and published collections)
- multiple versions of a work
- collective works (e.g., serial publications, anthologies)
- units of publication
- group registration options
- databases
- websites
- choreography

Examples of works which are *not eligible* for a Single Application:

LITERARY WORK	PERFORMING ARTS WORK	SOUND RECORDING WORK
two or more poems	two or more songs	two or more sound recordings
two or more stories	two or more scripts	different versions of a sound recording
two or more articles	two or more treatments	sound recording track(s) and liner notes or artwork
collective work	more than one version of a song	
database	song and liner notes	
dictionary	song and cover artwork	
directory	more than one version of a script	
encyclopedia	more than one version of a treatment	
serial	script and accompanying illustrations	
website	musical play including script and songs	
	choreography	
MOTION PICTURE WORK	VISUAL ARTS WORK	
two or more motion pictures	two or more pieces of jewelry	
two or more audiovisual works	two or more photographs	
more than one version of a motion picture	two or more drawings	
more than one version of an audiovisual work	architectural work	
choreography	database	

Where in the application process do I choose between the Single and Standard Application?

After you log into your eCO account and click on the “Register a new claim” link, you will be asked to answer “yes” or “no” to three statements to determine the appropriate application for registering your work. The statements are:

- 1 I am registering one work.
- 2 The work being registered was created by one person.
- 3 Copyright in the work is solely owned by the person who created it.

If you answer “yes” to all three statements, you will proceed with the online application using the Single Application—for one work by a single author who is also the owner of all rights in the work (i.e., no rights may have been transferred to another person or entity). The fee for the Single Application is \$35. If you determine that the work is not eligible for the Single Application while completing the online application and that you should be using the Standard Application instead, click on the “change application” link. The fee for the Standard Application is \$55.

If you answer “no” to one or more of three statements above, you will proceed with the online application using the Standard Application. The Standard Application allows you to enter multiple titles, authors, and claimants as appropriate to the work being registered. This application is also needed if any author of the work is not an individual or if a transfer of copyright ownership has occurred.

Can I upload multiple files?

If you intend to upload more than one file, it is likely that the claim does *not* meet the Single Application requirements. Moreover, uploading one .zip file containing multiple files will not meet the Single Application requirements. The application is limited to one work (i.e., one item), and may not be used for one upload that contains multiple works (i.e., two or more items).

Exceptions include uploading identifying material that requires multiple representations of one work (e.g., multiple photographs of a three-dimensional sculptural work, the first and last twenty-five pages of a computer program, or a written description for a motion picture).

If the work does *not* meet the requirements for “one” work, you should answer “No” to the statement “I am registering one work” at the beginning of the application process.

What happens if I submit a Single Application when I should have submitted a Standard Application?

Using the Single Application when a work does not meet all of the eligibility requirements will result in processing delays, an additional fee, and a later effective date of registration. The Office will review Single Applications to determine if they meet *all* of the eligibility requirements. If the work is determined ineligible for registration on a Single Application, you will be contacted at the e-mail address listed on your application, with instructions on how to pay the additional fee and resubmit on the Standard Application. Please note that the Office will make the final determination on whether or not a work is eligible for registration on the Single Application.

If you determine after you submit a Single Application that the work should be registered on a Standard Application, please send an email to copyinfo@loc.gov or contact the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 AM to 5:00 PM, Monday through Friday, Eastern Time, except federal holidays. The staff member will add a note to the registration staff in the record. Since applications are handled in the order in which they are received, please note that it may take several months for the registration staff to respond to you.

My work contains multiple types of authorship. Can I use the Single Application?

If the work you intend to register constitutes a single work that includes interdependent or inseparable elements of authorship by the same author, you may use the Single Application as long as the elements are contained in the work deposited.

Examples:

- Musical work where you are the sole author and owner of the lyrics and the music
- Children's book where you are the sole author and owner of the text and illustrations
- Novel where you are the sole author and owner of the text and photographs

Can a third party file a claim using the Single Application?

A third party may submit a Single Application on behalf of the author/claimant provided that the party lists itself as the correspondent and provided the claim meets the Single Application requirements.

For Further Information

By Internet

Circulars, announcements, regulations, all application forms, and other materials are available from the Copyright Office website at www.copyright.gov. To send an email communication, select *Contact Us*.

By Telephone

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 AM to 5:00 PM, eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. If you want to request paper application forms or circulars by postal mail, call (202) 707-9100 or 1-877-476-0778 and leave a recorded message.

By Regular Mail

Write to
Library of Congress
Copyright Office—PUB
101 Independence Avenue, SE
Washington, DC 20559